



2018 **TRAINING SCHEDULE**

02 FEBRUARY

IATF 16949:2016 INTERNAL AUDITOR COURSE

Introducing the frame of Chinese EHS legal requirements; that is, how to fulfil Chinese environmental legal requirements.

MONDAY 26 - WEDNESDAY 28

Venue: TÜV SÜD Buidling,
No. 151 Hengtong Road, Shanghai
Member: 4000 RMB | **Non-Members:** 4500 RMB
Language: Chinese

03 MARCH

BRIDGING THE CULTURE GAP-LIVING, WORKING AND LEADING IN CHINA

Helping expats identify, analyse and understand Chinese working behaviours based on their own cultural working approach.

WEDNESDAY 21 - THURSDAY 22

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

EMPLOYMENT CONTRACTS FOR FOREIGNERS

This one-day training will provide assistance to HR managers working in or for China and expatriates themselves when dealing with foreigner's employment. This training contains a host of information vital to any company employing foreign nationals in China.

FRIDAY 23

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 3200 RMB | **Non-Members:** 3700 RMB
Language: English

COMPLIANCE RISK HR-CHINESE EMPLOYMENT AND HR LAW IN A NUTSHELL

Learn about the structure and requirements of Chinese HR laws, and ensure the legal feasibility of your HR decisions as a foreign manager in leading teams in China.

FRIDAY 30

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 3200 RMB | **Non-Members:** 3700 RMB
Language: English

04 APRIL

WORKING WITH EXCEL FUNCTIONS

Guiding participants through numerous custom functions in Microsoft Excel, including text functions, information functions, logical functions, date functions, mathematical and statistical functions, database functions, lookup functions and financial functions.

INTERPRETATION OF NEW CUSTOMS POLICIES

Guiding participants through the national customs clearance reform including how to respond to customs issues and tax audit characteristics in 2018 and how to accurately determine the relevant HS code when importing or exporting goods.

CONVINCING & INFLUENTIAL POWER-HOW TO PERSUADE OTHERS

This workshop focuses on teaching participants how to support new ideas, concepts and plans and how to best communicate these ideas to their manager in the most time-efficient way.

05 MAY

THE STRATEGIC MINDSET OF CHINA

Making strategies in China demands that you know how your Chinese business partners think, what motivates them, and why they act the way they do. This workshop will compare Chinese and Western business strategies with real-life cases.

MONDAY 9

Venue: Room A, 7/F 121 Yanping Rd, Shanghai
Member: 800 RMB | **Non-Members:** 1000 RMB
Language: Chinese

THURSDAY 12 - FRIDAY 13

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinqinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

WEDNESDAY 18 - THURSDAY 19

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinqinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

FRIDAY 18

Venue: Room 109, 244 Liaoning Road, Hongkou District, Shanghai
Member: 4200 RMB | **Non-Members:** 4800 RMB
Language: English

GTD: SELF-MANAGEMENT FOR THE INFORMATION AGE

Do you find yourself constantly busy, but not achieving as much as you'd like? Are you struggling to deliver on commitments? If you or your team feel the crush of work overload and want to find a better way to boost your career or life/work balance the Getting Things Done® (GTD®) methodology is for you.

MS EXCEL ADVANCED SKILLS FOR FINANCIAL PROFESSIONALS

This training will teach you advanced MS Excel skills with a special focus on analysing financial revenues and expenses, generating financial reports, budgets and analysing complex financial data.

06 JUNE

LEAN MANUFACTURING

Through simulation games and interactive workshops, this training will support managers and employees in sustainably optimising their manufacturing processes, reducing waste and lead times through the Lean Manufacturing approach.

WORKING WITH EXCEL MACRO & VBA

This training will focus on managing macros, introducing VBA (coding, programming, practical applications), interactive procedures (creating user toolbars, menus and command buttons), processing worksheets and creating user forms.

WEDNESDAY 23

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District

Member: 3600 RMB | **Non-Members:** 4000 RMB

Language: English

MONDAY 28 - TUESDAY 29

Venue: Room A, 7/F 121 Yanping Rd, Shanghai

Member: 1600 RMB | **Non-Members:** 1800 RMB

Language: Chinese

THURSDAY 21 - TUESDAY 26

Venue: 22H Cross Region, No. 899 Lingling Road, Shanghai

Members | Non-Members: 8000 RMB

Language: English/Chinese

THURSDAY 28 - FRIDAY 29

Venue: Room A, 7/F 121 Yanping Rd, Shanghai

Member: 2400 RMB | **Non-Members:** 2600 RMB

Language: Chinese

07 JULY

WORKING SMART WITH WORD

This training will guide you through various useful MS Word functions, including advanced character and paragraph formatting, layout design, table creation, setting up document permissions, creating indexes, sub-documents and customising toolbars.

INTERPRETATION OF NEW CUSTOMS POLICIES

Guiding participants through the national customs clearance reform including how to respond to customs issues and tax audit characteristics in 2018 and how to accurately determine the relevant HS code when importing or exporting goods.

VALUE PROPOSITION DESIGN: HOW TO CREATE PRODUCTS AND SERVICES CUSTOMERS WANT?

A practical course that utilises the "Value Proposition Canvas" tool to help save time and effort in designing learners' products or services.

08 AUGUST

LEADING WITH GLOBAL PERSPECTIVE

This training will let participants test their leadership skills, learn to act under pressure, and cooperate in virtual and non-virtual settings through a "learning by doing" method.

MONDAY 9 - TUESDAY 10

Venue: Room A, 7/F, 121 Yanping Rd, Shanghai
Member: 1600 RMB | **Non-Members:** 1800 RMB
Language: Chinese

TUESDAY 17 - WEDNESDAY 18

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

THURSDAY 26 - FRIDAY 27

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

THURSDAY 9 - FRIDAY 10

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 5300 RMB | **Non-Members:** 5800 RMB
Language: English

WORKING WITH EXCEL FUNCTIONS

Guiding participants through numerous custom functions in Microsoft Excel, including text functions, information functions, logical functions, date functions, mathematical and statistical functions, database functions, lookup functions and financial functions.

WEDNESDAY 15

Venue: Room A, 7/F 121 Yanping Rd, Shanghai
Member: 800 RMB | **Non-Members:** 1000 RMB
Language: Chinese

09 SEPTEMBER

DATA MANAGEMENT AND ANALYSIS WITH EXCEL

This training will teach you about the standardisation of Excel lists, how to sort and filter complex data, using and linking pivot tables, all with the purpose of increasing data management/analysis accuracy and efficiency.

TUESDAY 4

Venue: Room A, 7/F 121 Yanping Rd, Shanghai
Member: 800 RMB | **Non-Members:** 1000 RMB
Language: Chinese

EMPLOYMENT CONTRACTS FOR FOREIGNERS

This training is a must for HR managers working in or for China and foreign staff, delving into employment law, social insurance, tax, immigration and general HR considerations.

FRIDAY 14

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinjinqiao Road, Pudong New District
Member: 3200 RMB | **Non-Members:** 3700 RMB
Language: Chinese

HOSHIN-KANRI

Learn how you, as a leader can set practical goals, improve projects and success factors, thereby giving your employees an effective orientation towards a lean enterprise through the Hoshin-Kanri method.

TUESDAY 25 - WEDNESDAY 26

Venue: 22H Cross Region, No. 899 Lingling Road, Shanghai
Members | Non-Members: 4800 RMB
Language: English

10 OCTOBER

STRATEGIC THINKING IN THE DIGITAL DISRUPTION AGE

This workshop will discuss real cases of digital disruption happening within Chinese, European and USA companies. The two-day program will provide comprehensive insights into strategy concepts, implications, and strategy execution- adopting a practical approach at the management team level.

MS OFFICE ADVANCED SKILLS FOR HR PROFESSIONALS

Essential for HR workers, this workshop will cover a range of topics - from creating documents, charts and templates to applying functions and conditional formatting.

11 NOVEMBER

CROSS-CULTURAL TRAINING-VIRTUAL COMMUNICATION

In this workshop you will learn how to cooperate with your global team members when working in a virtual environment.

THE HANCHO

This training will point out the advantages of introducing the Hanchu into your organization. Besides learning about the "why" you will also focus on how to implement the Hanchu concept to better monitor internal processes and driving CIP on the shop floor.

THURSDAY 18 - FRIDAY 19

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

THURSDAY 22 - FRIDAY 23

Venue: Room A, 7/F 121 Yanping Rd, Shanghai
Member: 1600 RMB | **Non-Members:** 1800 RMB
Language: Chinese

THURSDAY 1 - FRIDAY 2

Venue: Courtyard by Marriott Shanghai Pudong
15 Xinqiao Road, Pudong New District
Member: 4200 RMB | **Non-Members:** 4700 RMB
Language: English

MONDAY 12

Venue: 22H Cross Region, No. 899 Lingling Road, Shanghai
Members | Non-Members: 2500 RMB
Language: English

12 DECEMBER

SEARCH INSIDE YOURSELF 2-DAY WORKSHOP

Born at Google in 2007 with unprecedented popularity among employees, this program teaches emotional intelligence skills that lead to sustained peak performance, strong collaboration and effective leadership.

WORKING SMART WITH MS PROJECT

This workshop will cover all aspects of building more efficient team project planning, tracking and managing through several approaches in Microsoft Project.

CROSS-CULTURAL TRAINING - VIRTUAL COMMUNICATION

This workshop will review all types of costs necessary to complete production processes (e.g. sunk, marginal, fixed costs), and present applicable outcomes in manufacturing, procurement and supplying.

CONTACT

While we strive to frequently update this document, please note that changes in the training schedule may occur throughout the year. Contact our Events team for more information or to register.

FRIDAY 7 - SATURDAY 8

Venue: The Living Room by Octave, No. 357 West Jianguo Road, Xuhui
Early-bird: 7000 RMB | **Regular:** 8000 RMB
Language: Bilingual (English/Chinese)

THURSDAY 20 - FRIDAY 21

Venue: Room A, 7/F 121 Yanping Rd, Shanghai
Member: 2000 RMB | **Non-Members:** 2500 RMB
Language: Chinese

FRIDAY 21

Venue: Industry 4.0 Demonstration and Innovation Centre, Room 1101, Building A, Wisdom Centre, No.10 Moon Bay Road, Suzhou Industrial Park
Member: 2000 RMB | **Non-Members:** 2500 RMB
Language: Chinese

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